



COMMERCIAL SUBMITTAL CHECKLIST NEW SHELL BUILDING

In order to process and expedite your request for Permit(s), please submit the *applicable items* listed below.

- Submit complete sets of drawings electronically through the [online submittal system](#) to include the following applicable sheets: The full scale plot size shall be min. 22"x17" and all drawings shall be drawn to scale with recommended min. scale of 1/8" = 1'-0" for floor plans and 1"=10' for site plans.
- Project information (Title sheet) with Scope of the Work
- Architectural:
 - Demolition plan (see note 5 below)
 - Site plan
 - Floor plan
 - Exiting plan
 - Reflected ceiling plan
 - Roof plan
 - Exterior elevations
 - Building cross sections
 - Accessibility standards
 - Details & notes
- Structural:
 - Foundation plan
 - Floor and ceiling framing plans
 - Roof framing plan
 - Pre-fabricated roof truss shop drawings (may be deferred)
 - Details and notes
- Mechanical plan
- Electrical plan
- Plumbing plan with isometric drawing
- Title 24 Energy Compliance forms (reproduced on full size drawing sheets as part of the drawing set)
- [CalGreen Checklist](#) on full size drawing pages
- [LEED checklist](#) on full size drawing pages required for permit scope exceeding 25,000 sq ft
- [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package
- Structural Calculations
- Soils Report
- Title 24 Energy Compliance forms (as separate 8.5"x11" documents)
- Planning Commission/City Council Conditions of Approval
- [Bay Area Air Quality Declaration Form](#) as required
- [Recycling report](#) as required

- [Hazardous Materials Waste Disclosure Form](#)
- [Sewer Needs Inquiry Form](#)
- [Sewer Needs Questionnaire](#) (if any questions on the “Sewer Needs Inquiry Form” were answered “Yes”)
- [Responsible Construction Acknowledgement of Responsibility](#) required for permit scope exceeding 15,000 sq ft prior to permit issuance
- Approved drawing by the Santa Clara Environmental Health Department as required prior to permit issuance

Notes:

1. New commercial buildings are required to be designed by a California licensed Architect or Engineer.
2. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
3. Large projects are recommended to have a pre-submittal meeting with the various City Departments to review the project. This will help expedite the approval process. Please email BuildingPermitCenter@ci.milpitas.ca.gov to schedule a meeting.
4. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
5. Permit application for the demolition of any structure at the site shall be submitted and approved either prior to building permit issuance or as a part of the building permit application. It is highly recommended that demolition permit application be submitted as soon as possible in order to avoid any delays in building permit issuance.
6. Plan Check and Fire Department fees must be paid at time of submittal, either by check or credit card.
7. Fire alarm and fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.
8. New addresses, if required for either the building shell or individual tenant spaces, must be assigned by the City. Refer to the “[Request for New or Change in Address Numbers](#)” handout for the application and additional information.
9. Prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District. See “[School Impact Fee](#)” handout or call 408-635-2600 ext 6022 for additional information.